

PART III
COMPENSATION
Loan Repayment Assistance Program

1. This policy establishes a Loan Repayment Assistance Program (LRAP) at ICLS consistent with the needs of the program to recruit and retain qualified professional attorney staff. ICLS recognizes the high law school debt that many attorneys employees have incurred in attaining their legal education.
2. Eligibility for LRAP Benefit
 - A. The attorney employee must be a licensed California attorney and in the employ of ICLS for a minimum of ninety (90) days.
 - B. The attorney must apply for the benefits on a form provided by ICLS and the need for the Loan Repayment Assistance Program benefits to pay off law school debt must be verified by loan documents or other documents as requested by the ICLS Controller.
 - C. Eligibility for LRAP will continue as long as the attorney employee has eligible loans. The attorney must verify continued eligibility for LRAP assistance on an annual basis in November of each year. It is the employee's responsibility to apply for a renewal on a timely basis. The continuation of loan repayment assistance will be prospective upon renewal and not retroactive for late renewals.
3. LRAP Benefit: Time and Manner of Payment
 - A. The Loan Repayment Assistance Benefit is \$2,000 per year payable on the second payday following the end of each calendar quarter. The maximum amount of loan

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assistance is \$500 per calendar quarter, e.g. January 1- March 31; April 1 - June 30; July 1 - September 30 and October 1 - December 31.

- B. The payment for each attorney's quarterly loan assistance will be determined on an annual basis at the time of the initial application and at the annual renewal. The Controller will determine this amount. The employee will be notified by Personnel Action Notice.
- C. Quarterly payments will be made in a separate check and be subject to normal payroll withholdings in accordance with IRS requirements, e.g. taxes, pension, etc.
- D. To be eligible for the LRAP benefit, the attorney must be in the employ of ICLS on the last working day of the calendar quarter for which the benefit is sought.